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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 033

**Job Vacancy**

April 22, 2005

**Note:** All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

**OPEN TO:** All Interested Candidates

**POSITION:** MOTOR POOL SUPERVISOR (A60002)  
FSN-6; FP-08\*

**OPENING DATE:** Friday, April 22, 2005

**CLOSING DATE:** Friday, May 6, 2005

**WORK HOURS:** Full time; 48 hours/week

**SALARY:** \* Not-Ordinarily Resident: FP-8  
(Position Grade: FP-8 is confirmed by Washington)  
Ordinarily Resident: LCP/FSN-6

The U.S. Embassy in Bogota is seeking an individual for the position of Motor Pool Supervisor in the Narcotics Affairs Section (NAS).

### **BASIC FUNCTION OF POSITION**

The incumbent manages large fleet of 120 vehicles; coordinates home to office transportation at this danger pay post; supervises 20 drivers; manages inventory, repair and maintenance of fleet. Plans and executes support of VIP delegations.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of Elementary school is required.
- b. Prior Work Experience: Six years of experience as a chauffeur/dispatcher within the Mission or comparable private entity is required.
- c. Language Proficiency: Level I (Rudimentary knowledge) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Spanish is required.
- d. Knowledge: Thorough knowledge of Bogota, traffic laws and automobile operation is required.
- e. Skills and Abilities: Must have Colombian driving license that allows the driving of cargo vehicles of up to three axles (5<sup>th</sup> category). **Attach a copy of the license.**

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## **FUNCION BASICA DE LA POSICION**

El empleado maneja una flota de 120 vehículos, coordina el transporte de los apartamentos a la Embajada y viceversa; supervisa 20 conductores; maneja el inventario, reparación y mantenimiento de la flota de vehículos. Planea y proporciona el apoyo a las delegaciones y visitas importantes.

## **REQUISITOS MINIMOS**

**Los candidatos que no reúnan los mínimos requisitos no serán considerados.**

- a. Educación: Se requiere primaria completa.
- b. Experiencia Previa: Se requiere seis años de experiencia como conductor/despachador en la Embajada o en una empresa privada similar.
- c. Idiomas: Se requiere Nivel I de Inglés (conocimiento básico) y Nivel IV de Español (Fluido).
- d. Conocimiento: Se requiere completo conocimiento de la ciudad de Bogotá, normas de tránsito y operación de vehículos.
- e. Habilidades y capacidades: Debe poseer la licencia de conducir colombiana válida para conducir vehículos de carga hasta de tres ejes, (Categoría 5). **Anexar copia de la licencia.**

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

## **SUBMIT APPLICATION TO**

American Embassy Bogota  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand – faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## **DEFINITIONS**

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
  - Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having personnel having diplomatic privileges and immunities.
6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: FRIDAY, MAY 6, 2005

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

MOTOR POOL SUPERVISOR (A60002).DOC